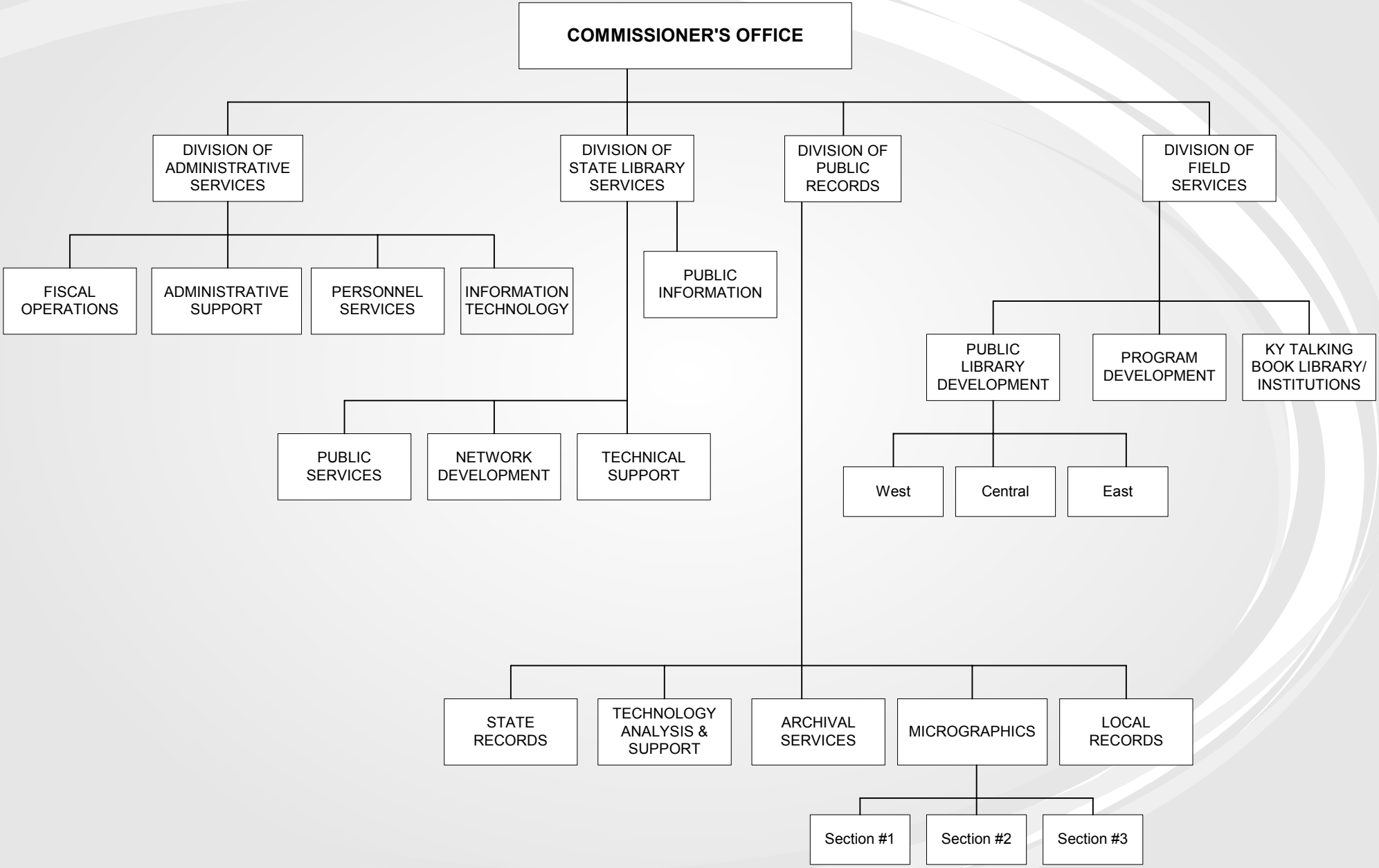
KENTUCKY
DEPARTMENT FOR LIBRARIES AND ARCHIVES

September 1, 2003



OFFICE OF THE COMMISSIONER

STATE LIBRARIAN (S)
EXEC SECY II
INFO OFF I
EXEC STAFF ADV
SECY III

CODE:

(C) Coordinate: To channel the efforts of employees in accomplishing a task(s) without line (supervisory) authority; to check product for accuracy.

(S) Supervise: To enforce organizational standards, assign work, evaluate performance, participate in disciplinary, grievance, and personnel related activities and instruct subordinates in specific tasks to be performed and procedures to be followed.

DIVISION OF ADMINISTRATIVE SERVICES

DIRECTOR'S OFFICE

DIV DIR II (S)
ADM SECY II
INT POL ANA II

Fiscal Operations Branch

Manager
ADM BR MGR (S)

Accounting

ACCT IV (S)
ACCT III
ACCT III
ACCT III

Purchasing

PURCH OFF II

Administrative Support Branch

Manager
ADMIN BR MGR (S)

Clerical Support

CLK II

Shipping/Supplies

POSTAL TEC III (S)
POST TEC I

Personnel Services Branch

Manager
PER BR MGR (S)

Personnel/Payroll

PER MGT SP III
PER MGT SP II
PER MGT SP II

Information Technology Branch

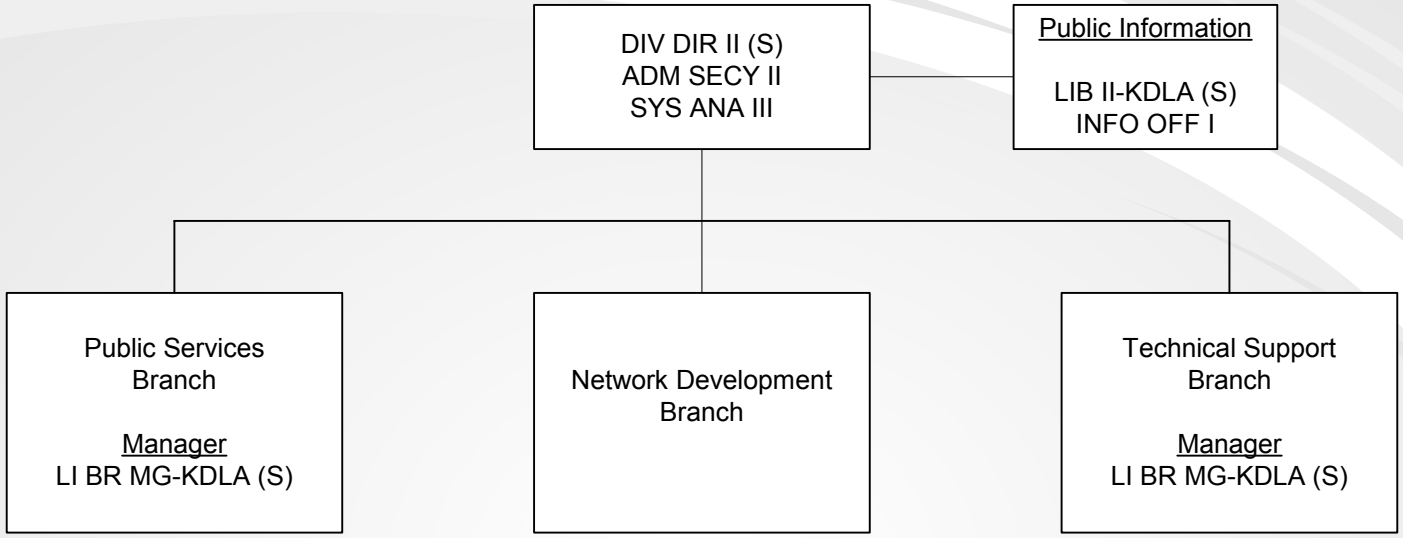
Manager
INFO SYST MGR (S)

System Support

NTWK ANA III (C)
NTWK ANA I
NTWK ANA I
NTWK ANA I

DIVISION OF STATE LIBRARY SERVICES

DIRECTOR'S OFFICE



Reference/Federal Documents
LIB II-KDLA (S)
LIB I-KDLA
LIB I-KDLA
LIB I-KDLA
LIB I-KDLA
ADM ASST
COOP/INTERN

Circulation/Collection Maintenance
LIB II-KDLA (S)
ADM ASST
ADM ASST
ADM SPEC II
ADM ASST
CLERICAL AST

Audio Visual
LIB II-KDLA (S)
ADM ASST
ADM SPEC II
ADM ASST

Cataloguing
LIB I-KDLA
LIB I-KDLA
LIB I-KDLA

Data Base Maintenance
LIB II-KDLA (S)
ADM ASST
ADM ASST
ADM ASST

DIVISION OF PUBLIC RECORDS
DIRECTOR'S OFFICE

DIV DIR II (S)
ADM SECY II

State Records Branch

Manager
PU REC BR MG (S)

Records Analysis & Disposition Scheduling

ADM SPEC III
ADM SPEC II

Records Center

ADM SPEC III (S)
ADM SPEC II
ADM ASST
ADM ASST
ADM ASST
ADM ASST

Judicial Records

A & R REG ADM

Technology Analysis and Support Branch

Manager
PU REC BR MG (S)

Document Preservation

ARCHIVIST III
DOC CONS TEC
DOC CONS TEC

Systems Analysis

SYS ANA II

Systems Design/ Maintenance

AUTO CON-KDLA

Electronic Records

RES MGT ANA II

Archival Services Branch

Manager
PU REC BR MGR (S)

Arrangement/Description

ARCHIVIST III (S)
ARCHIVIST II
ADM ASST

State Publications

PROGRAM COOR

Public Access

ARCHIVIST III (S)
LIB II-KDLA
ARCHIVIST II
COOP/INTERN

Archives Center

ARCHIVIST III (S)
ARCHIVIST II
ADM ASST
ADM ASST

Outreach

ADM SPEC II

KY Guide Program

LIB II - KDLA

Micrographics Branch

Manager
PU REC BR MG (S)

Support Services

ADM ASST
ADM ASST
ADM ASST
MCGR Q ASR SP
MCGR Q ASR SP
MCGR Q ASR SP

Section I

MCGR SEC SV (S)
DOC PRO SPC I
DOC PRO SPC I
MCGR TEC III
MCGR TEC II

Section II

MCGR SEC SV (S)
MCGR TEC III
MCGR TEC III
MCGR TEC II
MCGR TEC II
MCGR TEC I

Section III

MCGR SEC SV (S)
MCGR TEC I
MCGR TEC I
DA ENT OP I

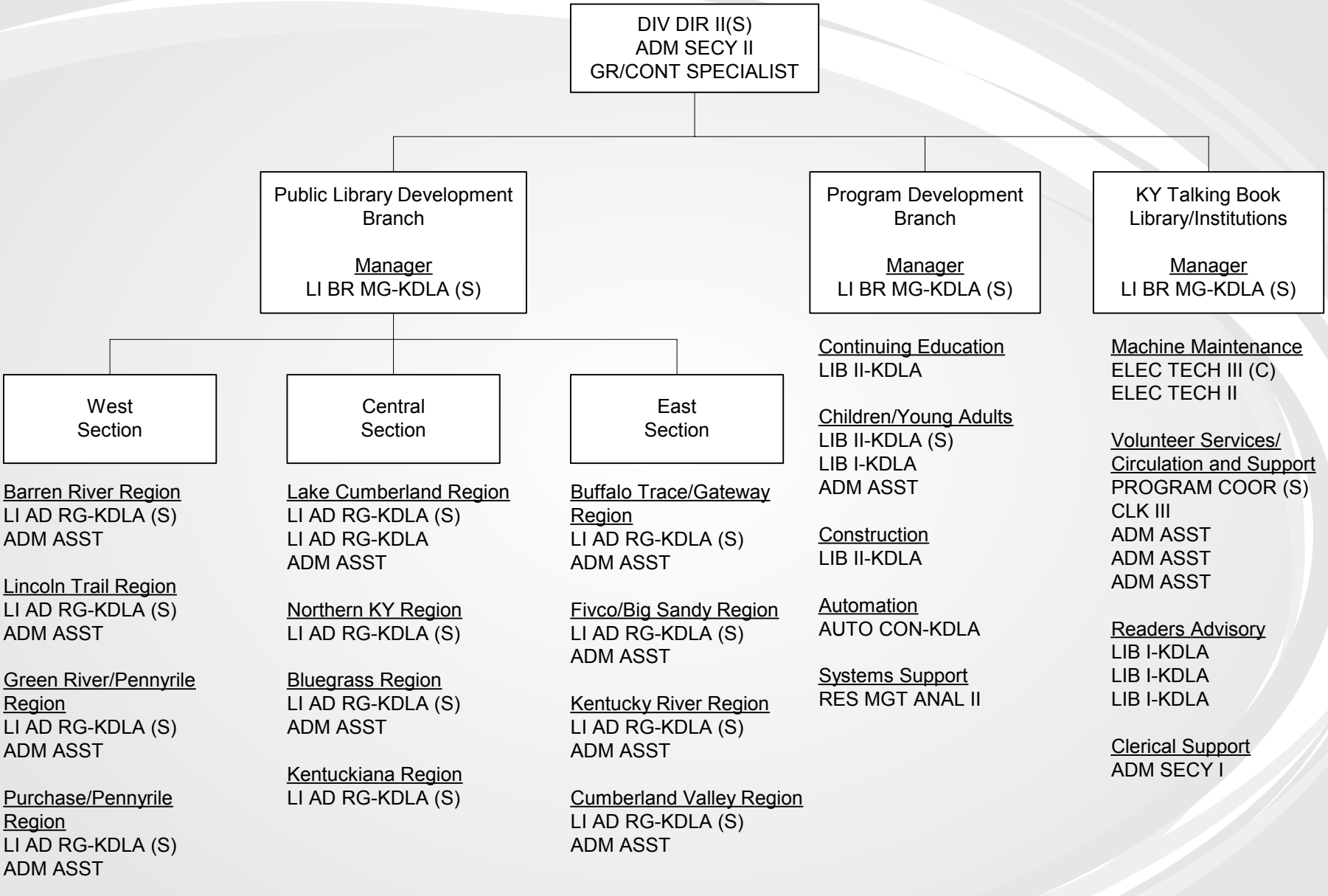
Local Records Branch

Manager
PU REC BR MG (S)

Regional Services

A & R REG ADM
A & R REG ADM
A & R REG ADM
A & R REG ADM

Grants Admin.
GR/CONT SP

Clerical Support
ADM SECY I

DIVISION OF FIELD SERVICES
DIRECTOR'S OFFICE